

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 428-8715

Fax: (540) 347-5753

NOTICE OF CONTRACT AWARD

1. DATE: February 1, 2004
2. COMMODITY NAME: Arts, Craft & Games
3. CONTRACT NUMBER: 7854500-40 VA State Contract
4. SUPERCEDES: 7854500-30
5. CONTRACT PERIOD: 1/1/2004 through 10/31/2004
6. RENEWAL OPTIONS: 0
7. CONTRACTOR(s): S&S Arts & Crafts and School Specialty
See Page __ of this contract listing for additional details.
8. TERMS: Net 30 days
9. DELIVERY: 30 days
10. F.O.B. Destination – Orders over \$50.00
Prepay and add – order under \$50.00
11. MINIMUM ORDER: \$50.00
12. FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, (540)428-8715
13. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

By: _____

Barbara Whitehurst

Buyer, FCG&PS Procurement

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, total dollar amount (can be done as a "Not to exceed" estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order.
3. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Price Adjustments: This contract also contains a PRICE ESCALATION provision. During the current term of the contract, price escalation may be allowed every 180 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. IMPROTANT! All price increases must e approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.
6. Minimum orders: will be \$50.00 for F.O.B. delivery to ordering agency within the Commonwealth of Virginia. For orders of less than \$50.00, the contract will be permitted to add actual transportation cost (prepaid) to invoice for payment, or the agency may purchase such order off contract from other sources. Partial shipments of less than the minimum order value which are made at the option of the contractor shall be made F.O.B. destination with no transportation charges added. If at the agency's request shipments are below the minimum order value, the contractor may add actual transportation cost to invoice for payment.
7. Delivery service: Delivery of all requested contract items shall be made within 30 calendar days after receipt of purchase order. Contractor shall carry and adequate stock to insure such delivery service for the duration of the contract.
8. Exclusions: Furniture (all types), office supplies, filing supplies or any other item(s) which are currently covered by other state contracts shall excluded from this contract.

-continued on next page-

9. Maximum item limitations: An individual item which has a cost price of \$1000.00 or more shall be excluded from this contract and will be competitively procured.
10. Catalogs: Upon request, the contractor shall furnish catalogs and price lists for items awarded directly to using agencies.
11. Material Safety Data Sheets: are on file with the vendor for products in their catalog. Information on compliance with ASTM specifications D4236 is also available.

Contract #7854500-40 ARTS, CRAFTS & GAMES
1/1/2004 - 10/31/2004

Vendor Order Address Information

Vendor Number	Vendor Name, Address, Phone and Fax
631594	S & S Arts and Crafts PO Box 513 Colchester, CT 06415-0513 Contact: Carol Mares (ext. 2255) Ph: 800-642-7354 Fx: 800-432-2842
630297	School Specialty 100 Paragon Way Mansfield, OH 44903 Contact: Pam Bright x1856 - VA Team Leader Paula Waldruff x 1749 - Supervisor Woody Woodhouse - 804-740-1116 VM-888-388-3224 #3228 Email: vwoodhouse@schoolspecialty.com Ph: 888-388-3224 Customer Service

CALL EITHER VENDOR FOR CURRENT CATALOGS.

ARTS, CRAFTS & GAMES

Commodity Information
Contract #7854500-40

LOT 1

ARTIST EQUIPMENT AND SUPPLIES

S & S Recreation/Education -#2000
(or Current Catalog)
with a discount of 10%

LOT 2

CRAFTS, GENERAL SUPPLIES AND TOOLS

School Specialty/ General Catalog #2003
(or current catalog)
with a discount of 23%

LOT 3

CRAFTS, SPECIALIZED CRAFTS AND PROJECTS

S & S Recreation/Education -#2000
(or Current Catalog)
with a discount of 10%

LOT 4

GAMES

School Specialty/General Catalog #2003
(or current catalog)
with a discount of 30%

Search company website for shopping data:
www.schoolspecialty.com or www.junebox.com
www.ssw.com for S&S